



MEMORANDUM

TO: Adult Education Administrators

FROM: Nancy Olsen, Adult Education Specialist

SUBJECT: Annual Performance Reports

Check your **annual performance reports** for accuracy. These reports sometimes are submitted with errors between tables and/or levels of students. The majority of errors are on table 4 and 4b but others include tables 1, 2, 3, 4, and 6 (number employed, seeking employment, and not in the labor force) not matching with the total number enrolled. Remember that all the tables are connected and the information should be the same on each.

Double check table 6. The number of students employed, seeking employment, and not in the labor force must **equal** the total number of students enrolled. It is possible to have accidentally marked more than one of these options in i-Star and be off on table 6. For those programs not using i-Star, be sure that the number of students in each educational functioning level **match** from table 1 to 4.

Make sure the number in each **ethnicity match** from table 1 to 2 and ages match from table 2 to 3. Check the numbers for gender on each table.

Remember that for a student in any level other than ASE high (or Adult Secondary Credit) to show as a completion and/or advance on table 4 (and 4b) he or she **must be post tested** and that post test score must be recorded in i-Star correctly. If table 4 and 4b do not match, check for missing post test scores or post test scores coded incorrectly in i-Star. Students marked completed and/or advanced for which post test scores cannot be confirmed must be changed to separated or progressing.

If you correct errors and submit a new report submit the **entire** report and clearly label the report with your program name and as a corrected report. There are times when one change can affect more than one table.

Please telephone or e-mail if you have questions. Thank you for your assistance.